

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 6235

TITLE: CHIEF, BUILDING MAINTENANCE SECTION

GRADE: S-23

DEFINITION:

Under direction, assists in planning and directing maintenance activities for County buildings and adjacent grounds; and performs related work as required.

ILLUSTRATIVE DUTIES:

Assists in planning and directing the maintenance, repair and cleaning of County buildings, grounds and related equipment;

Supervises and participates in the work of skilled tradesmen engaged in carpentry, painting, electrical work and other maintenance services;

Requisitions materials and equipment;

Assists with the inspection of County facilities;

Estimates cost of repairs;

Assists the director with budget planning;

Checks employee time cards and leave records;

Acts for the director in all phases of the maintenance operation during absence;

Attends meetings and conferences;

Prepares reports and correspondence.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the methods, practices, tools and materials of the major building trades;

Knowledge of administrative procedures;

Ability to plan, assign and direct the work of skilled tradesmen;

Ability to determine the time and cost estimates of materials and labor;

Ability to establish and maintain effective relationships with the public and County officials.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience equivalent to graduation from high school or a GED issued by a state department of education; plus three years of supervisory experience in building maintenance and repair.

REGRADED:

March 6, 2009

REFORMATTED/REVISED: December 3, 2007